



THE CITY OF SAN DIEGO



**OFFICE OF
SPECIAL
EVENTS**

SPECIAL EVENT PERMIT APPLICATION

THE CITY OF SAN DIEGO OFFICE OF SPECIAL EVENTS



WELCOME!



San Diego is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades and athletic activities, the City of San Diego is proud to host hundreds of events each year.

The following pages include the City of San Diego's Special Event Permit Application and accompanying instructions developed to guide you through the permit process.

After you complete the Permit Application please detach the pages from the booklet, paper clip and return the application to the City of San Diego. A representative from the city will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.

This person will distribute copies of your application to all city departments and public agencies affected by your event. You will be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. While many public agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state, or county agencies in addition to the City of San Diego.

On behalf of the City of San Diego we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!





INTRODUCTION

Permit applications must be received by the City of San Diego no later than sixty (60) days prior to the actual date of your event and may be submitted as early as two years before your event. San Diego Municipal Code Sections 22.4001 – 22.4038, provide the framework and guidance for the issuance of Special Event Permits within the City of San Diego. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, beaches, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events. We hope that you find these instructions helpful in completing your Special Event Permit Application.

PERMIT PROCESS

The permit application process begins when you submit to the City of San Diego a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application the city assigns a liaison to help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected city departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Special Event Permit. Delays in providing these items

often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

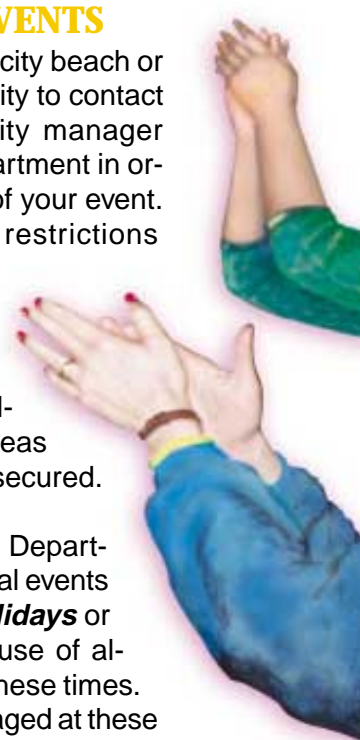
INTERNET/SPECIAL EVENTS CALENDAR

The City of San Diego provides a calendar of upcoming special events in printed form, on the internet, and at kiosks located throughout the city. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of San Diego Calendar of Special Events can be accessed on the internet at www.ci.san-diego.ca.us/specialevents/.

PARK AND/OR BEACH EVENTS

If you plan to hold your event on a city beach or at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park & Recreation Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured.

At present, the Park & Recreation Department does not permit certain special events on the beaches or at parks on **holidays** or during **summer weekends** because of already overcrowded conditions at these times. In general, new events are discouraged at these sites from **Memorial Day to Labor Day**.





SUMMARY OF EVENT



This section of the permit application is intended to provide us with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic and internet formats.

In many instances, the information you provide in this section will be used in developing the City of San Diego's Calendar of Special Events. Please complete the information carefully.

SUMMARY OF EVENT

DESCRIPTION

Event Title

Description

(This should be promotional in nature and cannot exceed 300 characters)

Admission

(Information cannot exceed 300 characters)

Event Category

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Museum Special Attraction | |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Dance | |

Anticipated Attendance

Total _____ Per Day _____

Anticipated Participants

Total _____ Per Day _____

DATE/TIME

Setup

Date _____ Time _____ Day of Week _____

Event Starts

Date _____ Time _____ Day of Week _____

Event Ends

Date _____ Time _____ Day of Week _____

Dismantle

Date _____ Time _____ Day of Week _____

LOCATION

Location

Description

(Information cannot exceed 300 characters)



CITY OF SAN DIEGO NEIGHBORHOODS

The maps of neighborhoods of the City of San Diego are divided into regions. These regions are based on the neighborhood policing and community services areas. For more specific street maps visit www.mapquest.com. For geographic information data visit www.sangis.org.

Northern

Bay Ho
Bay Park
Carmel Valley
Clairemont Mesa East
Clairemont Mesa West
Del Mar Heights
La Jolla
La Jolla Village
Mission Beach
North City
North Clairemont
Pacific Beach
Torrey Pines
University City

Northeastern

Carmel Mountain
Miramar
Mira Mesa
Rancho Bernardo
Rancho Peñasquitos
Sabre Springs
Scripps Ranch
Sorrento Valley

Eastern

Allied Gardens
Birdland
Del Cerro
Grantville
Kearny Mesa
Lake Murray
Mission Valley East
San Carlos
Serra Mesa
Tierrasanta

Mid-City

City Heights East
City Heights West
College Area
Darnall
El Cerrito
Gateway
Kensington
Normal Heights
Oak Park
Rolando
Talmadge
Webster

Western

Hillcrest
La Playa
Linda Vista
Loma Portal
Midtown
Midway District
Mission Hills
Mission Valley West
Morena
North Park
Ocean Beach
Old Town
Point Loma Heights
Roseville-Fleetridge
Sunset Cliffs
University Heights
Wooded Area

Central

Balboa Park
Barrio Logan
Core-Columbia
Cortez
Gaslamp
Golden Hill
Grant Hill
Harborview
Horton Plaza
Little Italy
Logan Heights
Marina
Memorial
Park West
Sherman Heights
South Park
Stockton

Southeastern

Alta Vista
Bay Terrace
Chollas View
Emerald City
Encanto
Jamacha-Lomita
Lincoln Park
Mountain View
Mt. Hope
Paradise Hills
Shelltown
Skyline
Southcrest
Valencia

Southern

Egger Highlands
Nestor
Ocean Crest
Otay Mesa
Otay Mesa West
Palm City
San Ysidro
Tijuana River Valley



SUMMARY OF EVENT

NEIGHBORHOOD REGION

(Select one or more)

- ☐ Central San Diego (includes Gaslamp & Balboa Park)
- ☐ Eastern San Diego
- ☐ Mid-City San Diego
- ☐ Northern San Diego (includes Mission Bay Park)
- ☐ Southeastern San Diego
- ☐ Southern San Diego
- ☐ Western San Diego
- ☐ Northeastern San Diego

CONTACTS

Host Organization

Professional Organizer

Public Contact *(Required)*

Name: _____

Telephone: () _____

Non-Public Contact

(Required for internal use only)

Name: _____

Telephone: () _____

Media Contact

(If different than Public Contact)

Name: _____

Telephone: () _____

Vendor Contact

(If different than Public Contact)

Name: _____

Telephone: () _____

Web Address

Yes No

☐ ☐ Is this an annual event? How many years have you been holding this event? _____

☐ ☐ Is your event part of a larger marketing campaign (i.e. *Buds 'n Blooms, San Diego for the Holidays*, etc.)?

If yes, please list _____



APPLICANT AND HOST ORGANIZATION INFORMATION

CHIEF OFFICER OF HOST ORGANIZATION

This is the person who has overall authority of the Host Organization.

APPLICANT

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the city's event planning staff throughout the permitting process.



PROFESSIONAL EVENT ORGANIZER

The Chief Officer of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the city's event planning staff in implementing the plan. The professional event organizer must be available to work closely with city event planners throughout the planning process. A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.



ORGANIZATION STATUS/PROCEEDS/REPORTING

COMMERCIAL ENTITY

All entities or organizations without IRS 501 (C) valid tax exemption status are considered to be commercial in nature.

TAX EXEMPT, NONPROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the IRS 501 (C) tax exemption letter certifying your current tax exempt, nonprofit status is required.

ESTIMATED GROSS RECEIPTS/EXPENSES/REVENUE

Applicants may attach a projected event budget in lieu of completing this section.

APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization _____

Chief Officer of Host Organization _____

Applicant Name _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Applicant Name _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

ORGANIZATION STATUS/PROCEEDS/REPORTING

Yes No

☐ ☐ Is the Host Organization a commercial entity?

☐ ☐ Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

☐ ☐ Are patron admission, entry or participant fees required?
If yes please provide amounts: _____

☐ ☐ Are vendor or other fees required?
If yes please provide amounts: _____

\$ _____ Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event.
Please explain how this amount was computed: _____

\$ _____ Estimated expenses for this event.

\$ _____ What is the projected distribution or net dollar amount the Host Organization will receive from this event?



SITE PLAN/ROUTE MAP

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in a 8 1/2" x 11" or 8 1/2" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with your permit application.

Based on your event site plan and components, San Diego Fire and Life Safety Services may require an inspection of your venue at your cost before and/or during the event. For more information or assistance, please contact the city's Fire Prevention Division at (619) 533-4400.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the Planning and Development Review Department may require the issuance of Building Permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review, permit issuance as well as the related site inspections required by the Planning and Development Review Department. This process may require more than 60 calendar days based on the size, number and scope of the proposed temporary construction.



NARRATIVE

To supplement your site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatables, vehicles, animals, rides or other pertinent information that will better assist us in reviewing the components of your event. This narrative and/or timeline will assist us in better understanding the components and activities within your event.

SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted in blueprint or CAD format and include but not be limited to:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- ☐ The location of first aid facilities and ambulances.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- ☐ Generator locations and/or source of electricity.
- ☐ Placement of vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ☐ Identification of all event components that meet accessibility standards.
- ☐ Other related event components not listed above.

NARRATIVE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary

[illegible]

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as, the overall activities are all areas that need to be analyzed in depth and addressed through your security plan.

Most events require the services of a professional security company licensed by the State of California to help develop an appropriate security plan. A representative of this company, commonly known as a security consultant, will work closely with you to review and analyze your proposed event. The security consultant will determine points of concern and anticipate potential problems. The consultant will make preliminary recommendations to rectify the concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. Once your security plan has been submitted, the San Diego Police Department will determine the minimum number of licensed private security guards and police officers required to adequately staff your event. The San Diego Police Department has final authority to determine your event security requirements. If the prescribed number of licensed private security guards are not provided, or prove inadequate, the San Diego Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.



MEDICAL PLAN

In an effort to help you determine the appropriate medical services for your event, the City of San Diego has developed a matrix of Emergency Medical Services Resources. The San Diego Emergency Medical Services Program has final authority to determine your event medical services requirements. For more information, please contact the Emergency Medical Services Program at (619) 533-4430.

EMERGENCY MEDICAL SERVICES RESOURCE MATRIX

- Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd.
- ✓ Recommended resource intended to ensure safety of participants.

EVENT TYPE	Anticipated Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	BLS Ambulance(s)	ALS Ambulance(s)	Mobile Team(s)
Concert/ Music Festival Block Party/ Street Fair Outside Venue	Less than 2,500	●	●	✓		✓		
	2,500 to 15,000	●		●		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●		●	●	●	●	●
Athletic/ Sporting Event	Less than 2,500	●	●	✓				
	2,500 to 15,000	●		●	✓	●	✓	
	15,000 to 50,000	●			●	●	●	●
	Over 50,000	●			●	●	●	●
Parade	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●		●	✓	●	●	●
Conference/ Convention	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		✓		
	15,000 to 50,000	●		●		●	✓	●
	Over 50,000	●		●	✓	●	●	●

SECURITY PLAN

Yes No

- ☐ ☐ Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Private Patrol Operator License # _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application. _____

MEDICAL PLAN

Yes No

- ☐ ☐ Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

If yes, please list: _____

Medical Services Provider _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary. _____

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, rest rooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, drinking fountains, etc.

The Citizen Review Committee for the City of San Diego has developed a checklist of event components when planning your event that is included in this application. This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access Requirements.



PARKING AND SHUTTLE PLAN

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place and remember that parking, traffic congestion and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation and alternate modes of nonpolluting transportation whenever possible. You must always include accessible parking and/or access in your event plans.

ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

Yes No

- ☐ ☐ Will there be a Clear Path of Travel throughout your event venue? Please describe _____

- ☐ ☐ Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? Please describe _____

- ☐ ☐ Will a minimum of 10% of portable rest rooms at your event be accessible? Please describe _____

- ☐ ☐ Will all food, beverage and vending areas be accessible? Please describe _____

- ☐ ☐ Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility? Please describe _____

- ☐ ☐ If telephones are provided, will at least one telephone at each phone bank have a volume control and is hearing aid compatible? Please describe _____

- ☐ ☐ If an information center is provided at your event will customer service representatives be available to assist disabled individuals? Please describe _____

- ☐ ☐ If all areas of your event venue cannot be made accessible will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations? Please describe _____

PARKING AND SHUTTLE PLAN

Yes No

- ☐ ☐ Will your event involve the use of a parking and/or shuttle plan?
If yes, please describe or provide an attachment of your plan _____

SAFETY EQUIPMENT

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. A traffic planner from the Police Department will send you a list of required safety equipment before your event.



ENTERTAINMENT

AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of state law. A police officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of San Diego does not allow slam dancing, crowd surfing, mosh pits or other similar activities.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of San Diego. In certain areas and under certain conditions these items are prohibited. Body piercing, tattooing, and chiropractic adjustments are not permitted at special events on public property.

In some instances your event may require a Police Vice Permit in addition to your special event permit. A Police Vice Permit issued by the Police Department's Vice Administration Office is required for any event that includes bingo games, casino games, or allows patron dancing to recorded or live music. A Police Vice Permit is also required for any event that charges an admission fee or event charge to observe live entertainment, e.g., the artistic, theatrical, dramatic, athletic, or similar entertainment by other persons or animals. This includes but is not limited to concerts, carnivals, circuses, rodeos, and theaters. Many of the aforementioned permits have age restrictions for patrons.

Police Vice Permit applications must be received by the Vice Administration Office no later than 30 days prior to the proposed date of the event. Specific Police Vice Permit requirements, applications, and fee information can be obtained from the Vice Administration Office located at Police Headquarters, 1401 Broadway, Room 227 or by calling (619) 531-2250.

Massage provided as part of a special event (e.g. at the finish area of a 5K run) may be performed, without restriction, by a licensed Holistic Health Practitioner. Massage provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or by a student from a massage school must be done free of charge. Donations or tips may be accepted but not made mandatory. Students must be supervised by a licensed instructor. Inclusion of this type of activity at your event may have additional insurance requirements.

SAFETY EQUIPMENT

Yes No

- ☐ ☐ Will your event involve the use of traffic safety equipment?

If yes, please list: _____

Equipment Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

ENTERTAINMENT AND RELATED ACTIVITIES

Yes No

- ☐ ☐ Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages _____

Number of Performers/Bands _____

Performer/Band name and music type _____

- ☐ ☐ Will sound checks be conducted prior to the event?

If yes, Start time _____ Finish time _____

- ☐ ☐ Will sound amplification be used?

If yes, Start time _____ Finish time _____

- ☐ ☐ Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe _____

- ☐ ☐ Please describe the sound equipment that will be used for your event _____

- ☐ ☐ Will inflatables, hot air balloons or similar devices be used at your event?

If yes, please describe _____

- ☐ ☐ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe _____

- ☐ ☐ Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe _____

- ☐ ☐ Will there be massage activities at your event?

If yes, please describe _____

- ☐ ☐ Do your event plans include any casino games, bingo games, drawings or lottery opportunities?

If yes, please describe _____



ALCOHOL



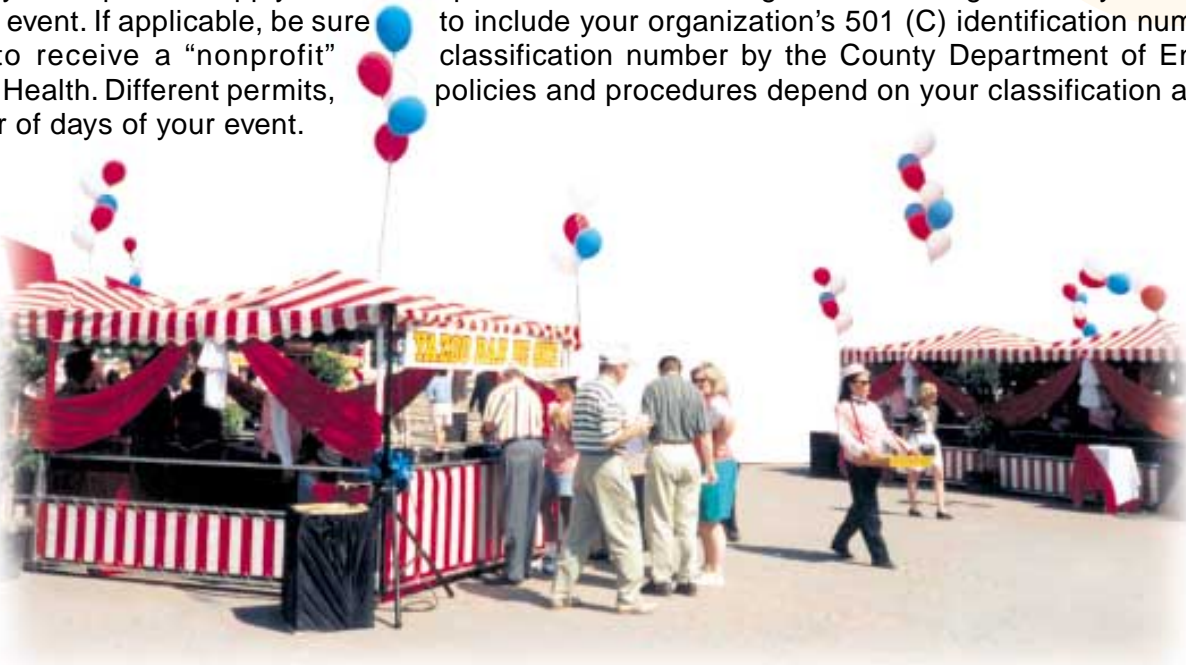
If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). In many areas of the city, the public consumption of alcohol is illegal. The Special Event Permit you receive from the City of San Diego will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden. If your event includes the use of alcohol on city property, Liquor Liability Coverage must be included on your certificate of insurance.



FOOD CONCESSIONS OR PREPARATION

Guidelines for food facilities are provided by the County of San Diego Department of Environmental Health. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner.

You may be required to apply for a health permit if food or beverages are sold or given away during your special event. If applicable, be sure to include your organization's 501 (C) identification number in order to receive a "nonprofit" classification number by the County Department of Environmental Health. Different permits, policies and procedures depend on your classification and the number of days of your event.



ALCOHOL

Yes No

- ☐ ☐ Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- ☐ Free/Host Alcohol
☐ Alcohol Sales
☐ Host and Sale Alcohol
☐ Beer
☐ Beer and Wine
☐ Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. _____

FOOD CONCESSIONS OR PREPARATION

Yes No

- ☐ ☐ Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared _____

- ☐ ☐ Do you intend to cook food in the event area?

If yes, please specify method:

- ☐ Gas
☐ Electric
☐ Charcoal
☐ Other (specify) _____

CONCESSIONAIRES

The City of San Diego Special Events Ordinance can allow you exclusive control and regulation of any concessionaires within your defined event venue. You will want to provide a plan for regulation and controlling such concessionaires. Park and beach regulations may vary so contact the appropriate division of the Park and Recreation Department if your event is on park property.



PORTABLE REST ROOMS

The San Diego County Department of Health Services recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attend your event. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of San Diego may determine the total number of required rest room facilities on a case-by-case basis.



CONCESSIONAIRES

Yes No

☐ ☐ Will items or services be sold at your event?

If yes, please describe or attach a complete list of vendors and include a sample of the vendor pass that will be used. _____

☐ ☐ Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?

If yes, please describe or attach a complete list of vendors. _____

PORTABLE REST ROOMS

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and nonaccessible facilities in the immediate area of the event site which will be available to the public during your event.

Yes No

☐ ☐ Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets _____

Number of ADA accessible portable toilets _____

If no: Please explain: _____

Rest Room Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

SANITATION AND RECYCLING

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the San Diego community.

Should you fail to perform adequate cleanup or damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. The city does not provide street sweeping services for special events, so please plan accordingly.

State law requires San Diegans to recycle 50% of the waste they generate by the year 2000. To reach these goals, everyone must participate. You can help by planning recycling strategies for the waste generated at your event. For more information or assistance, please contact the City of San Diego Environmental Services Department at (858) 492-5010.



MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. Most neighborhoods and business districts are represented by a number of community groups that are officially recognized by the City of San Diego. These groups include, Community Planning Groups, Town Councils, Business Improvement Districts, and Recreation Councils. If your event venue is in an area that is governed by one or more of these groups, ***you must present your event concept to these organizations for their support or endorsement.*** You must also meet with the residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to your event.

The City of San Diego requires that notices be mailed or hand delivered ***two weeks prior to your event*** to all entities impacted by event activities. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed.

The City of San Diego will also require you to provide advisory signs placed a minimum of two weeks prior to your event if the event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

SANITATION AND RECYCLING

Number of Trash Cans _____

Number of Trash Cans with Lids _____

Number of Dumpsters with Lids _____
(One for every increment of 400 people)

Number of Recycling Containers _____

Sanitation Company _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

MITIGATION OF IMPACT

Yes No

- ☐ ☐ Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups.

If no, please explain _____

- ☐ ☐ Have you meet with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.

If no, please explain _____

- ☐ ☐ Do you have a sample of the notice that you propose to distribute two weeks prior to your event? If yes, please attach.

If no, please explain _____



MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval may be made after your Special Event Permit Application has been submitted to the City of San Diego and initially screened by your city liaison and you have met with the entities that may be impacted by your event. Acceptance of your Special Event Permit Application by the city is not a guarantee of the date and location, or an automatic approval of your event. The event organizer must complete the application requirements entirely before the City of San Diego will issue a Special Event Permit.

If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.



INSURANCE REQUIREMENTS

Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of San Diego, its officers, employees, and agents" and any other public entities (e.g. County, Port District, MTDB, CalTrans, Santa Fe Railway, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. To determine the necessary amount of coverage required, please contact Risk Management at (619) 236-5939 or by fax at (619) 236-6106.

An original Certificate of Insurance must be received by the City of San Diego prior to the issuance of your Special Event Permit. Mail to: City of San Diego, Risk Management Liability Section, 1200 Third Avenue, Suite 1000, San Diego, CA 92101.

MARKETING AND PUBLIC RELATIONS

Yes No

- ☐ ☐ Will this event be marketed, promoted, or advertised in any manner?

If yes, please describe _____

- ☐ ☐ Will there be live media coverage during the event?

If yes, please describe _____

- ☐ ☐ Will media vehicles be parked within the event venue?

If yes, please describe safety plan _____

- ☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe _____

INSURANCE REQUIREMENTS

Name of Insurance Agency _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Pager/Cellular _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

**City of San Diego
Office of Special Events
1250 Sixth Avenue, Suite 700
San Diego, CA 92101**

TAXES

In some cases, a Special Event Permit may result in a taxable possessory interest and you may be subject to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. You may contact the San Diego County Tax Assessor's Office at (619) 531-5761 for additional information.



AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Diego Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the City, County, State, Unified Port District, MTDB, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of San Diego.

Print Name of Applicant/Host Organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

***Thank you for completing your Special Event Permit Application.
Before you submit your application to the City of San Diego, please
make sure that the following steps have been completed:***

Have you?

- ☐ Signed and dated your application?
- ☐ Attached your event site plan?
- ☐ Attached your event security plan?
- ☐ Provided a copy of your security company's Private Patrol Operator's License?
- ☐ Attached your event medical plan?
- ☐ Attached a copy of your accessibility plan?
- ☐ Attached your event parking and shuttle plan?
- ☐ Attached a complete entertainment list and schedule?
- ☐ Included letters of support or endorsement from impacted entities and community groups within your venue area?
- ☐ Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- ☐ Attached your Certificate of Insurance?
- ☐ Attached a copy of your IRS 501(C) tax exemption letter?
- ☐ Included any County, State, Federal or Port of San Diego permits that may be required to hold your event in the selected venue?
- ☐ Applied for a Police Vice Permit, if applicable?

Submit your completed permit application to:

**City of San Diego
Office of Special Events
1250 Sixth Avenue, Suite 700
San Diego, CA 92101**

